

Data File Transfer Policy

Data correct as of 05/01/09

The Intermedia Global Ltd file transfer application on the website www.intermedia-global.com allows clients to send data directly to the dedicated Server where our website is hosted. We also operate an FTP client via our website, which we can set-up individual client logins for anyone sending us data.

Detailed below are the steps taken to ensure data is safe and secure during, and after the files are transferred:

Data Transfer Facility via www.intermedia-global.com

- Forms to be filled in and file to be uploaded is selected
- The file is uploaded to the Intermedia Global Ltd Server
- Intermedia Global would recommend always sending the files password encrypted to ensure an even higher level of security
- The file is then saved under a random character set for example: 20090123110706_img.csv on a hidden location on the server
- An email is sent to the administrator with a direct link to the file which then downloads the file to the in-house Microsoft Exchange Server.
- The original file is deleted once the file is downloaded from the server, leaving no copy on the server at all.
- The file then resides locally on the secure network in place

FTP Client (File Transfer Protocol)

- Intermedia Global can set-up a username and password to log into the FTP client, found at ftp.intermedia-global.co.uk
- Once logged in, clients can open the FTP site in windows explorer to drag and drop files onto the server
- Intermedia Global would recommend always sending the files password encrypted to ensure an even higher level of security
- Once Intermedia Global are notified a file has been transferred, an administrator will transfer the file to a local pc stored on the secure Microsoft exchange server.

Full care and attention are taken to ensure the maximum possible security is taken, these steps include generating random file locations on the server, immediate notification of file uploads to ensure the files are removed from the server as quick as possible, in normal working conditions files are removed from the server within 30 minutes of upload. We would advise sending files password protected to put another level of security in place with a follow up phone call to provide the relevant password.

Any queries please call Intermedia Global on +44 (0) 1234 834580